

**STATEMENT OF WORK**  
**Surface Drainage, Field Ditch – 607**  
**New York State**

These deliverables apply to this individual practice. For other planned practice deliverables refer to those specific Statements of Work.

Items marked with an asterisk (\*) will be delivered to the Designated Conservationist

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**DESIGN****Deliverables:**

1. Design documents that demonstrate criteria in practice standard have been met and are compatible with planned and applied practices
  - a. Practice purpose(s) as identified in the conservation plan.
  - b. List of required permits to be obtained by the client
  - c. Compliance with NRCS national and state utility safety policy (NEM part 503-Safety, Section 503.00 through 503.22)
  - d. Practice standard criteria related computations and analyses to develop plans and specifications including but not limited to:
    - i. Hydrology/Hydraulics
    - ii. Location
2. Written plans and specifications including sketches and drawings shall be provided to the client that adequately describes the requirements to install the practice and obtain necessary permits.
3. **\*Operation and maintenance plan**
4. **\*Certification that the design meets practice standard criteria and comply with applicable laws and regulations (NEM Subpart A, 505.03(b)(2))**
5. Design modifications during installation as required

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**INSTALLATION****Deliverables**

1. Pre-installation conference with client and contractor
2. Verification that client has obtained required permits
3. Staking and layout according to plans and specifications including applicable layout notes
4. Installation inspection
  - a. Actual materials used
  - b. Inspection records
5. Facilitate and implement required design modifications with client and original designer
6. **\*Advise client/NRCS on compliance issues with all federal, state, tribal, and local laws, regulations and NRCS policies during installation**
7. **\*Certification that the installation process and materials meets design and permit requirements**

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**CHECK OUT****Deliverables**

1. **\*As-built documentation**
  - a. Extent of practice units applied
  - b. Drawings
  - c. Final quantities
2. **\*Certification that the installation meets NRCS standards and specifications and is in compliance with permits (NEM Subpart A, 505.03(c)(1))**
3. Progress reporting

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**REFERENCES**

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- Field Office Technical Guide (eFOTG), Section IV, Conservation Practice Standard - Surface Drainage, Field Ditch, 607
- National Engineering Manual, Utility Safety Policy
- NRCS National Environmental Compliance Handbook
- NRCS Cultural Resources Handbook